

PROCEEDINGS OF THE BROWN COUNTY
PUBLIC SAFETY COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting and budget meeting of the **Brown County Public Safety Committee** was held on Wednesday, October 10, 2012 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Buckley, Supervisor Nicholson, Supervisor Carpenter, Supervisor Clancy
Also Present: Carolyn Maricque, Paula Kazik, Sue Bertrand, Dan Process, John Gossage, Cullen Peltier, Brent Miller, Don Hein, Al Klimek, Jason Beck, Judge Atkinson, Kim Pansier, Neil Basten, Cheryl Beekman, David Lasee, Todd Delain, Lynn Vanden Langerberg, Troy Streckenbach, Supervisors Sieber, Williams, Lund, Van Dyck, Moynihan, Wetzel and Jamir, media, other interested parties.

I. Call meeting to order.

The meeting was called to order by Chair Pat Buckley at 4:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of September 5, 2012.

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review Minutes of:

a. Emergency Medical Services Council (September 18, 2012).

b. Local Emergency Planning Committee – LEPC (July 10, 2012).

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to receive and place on file Items 1a & b. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. Communication from Supervisor Buckley re: Would like Mr. Miller from the Airport to come to Public Safety Committee and give an update on funding for the Sheriff's Deputy to be stationed at the Airport. *Held until October meeting.*

Sue Bertrand, Airport Administrative Manager, attended for Tom Miller and stated that she had two items to report. First, she advised the Committee that the anticipated maximum allowable hourly reimbursement has been lowered from \$24.74 to \$20.00 per hour. Buckley asked for documentation and Bertrand indicated that she would be able to forward an e mail to the Committee. (This e mail has been received and is attached).

Secondly, she indicated it was relayed to the airport that they are not sure when the grants will be awarded and information on this is also contained in an e mail which she will forward to the Committee. (This e mail has been received and is attached).

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Nicholson re: Request the District Attorney of Brown County to review the State Statutes criteria on placement of sexual predators with possible action. *Held for one month.***

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Nicholson re: To have the Public Safety Committee establish a Sex Offenders Residency Task Force/Board. *Held for one month.***

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Communication from Supervisor Nicholson re: Review the investigative services of the Brown County Housing Authority/I.C.S. *Referred from September County Board.***

Supervisor Nicholson stated he brought this forward to look at options for the Brown County Housing Authority (BCHA) as it was his understanding that the contract with the BCHA and ICS has been extended for one year. He would like to explore options to see if it would be warranted and if any financial savings could be recognized by having the Sheriff's Department do some of the background checks for the BCHA. Nicholson asked Sheriff Gossage if he felt the Sheriff's Department may be able to do the background checks if the BCHA was interested in this. Gossage responded that the Sheriff's Department does have the ability to conduct background checks and they do this quite frequently, however, he did not know if it was allowable from a law enforcement agency perspective and he would also have to look at what the BCHA does as far as investigative services to see if the Sheriff's Department could accomplish the needs. Gossage offered to speak with ICS to look into this further and Nicholson stated that he would like this to be done. Gossage stated he will come back to the Committee next month with an update.

Supervisor Zima arrived at 4:37 p.m.

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to refer to the Sheriff's Department for further study. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Referred from September County Board.***

Chair Buckley stated that the review of the Communication Center is not complete at this time and therefore he would like this held until the December meeting.

Motion made by Supervisor Nicholson, seconded by Supervisor Carpenter to hold until December meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Emergency Management

7. **Grant Application Review (12-08): Hazardous Materials Emergency Preparedness (HMEP) Grant.**

Emergency Management Interim Director Cullen Peltier stated that this is a request to apply for a Hazardous Materials Emergency Preparedness (HMEP) Grant from Wisconsin Emergency Management. The grant will be used to conduct a hazardous materials transportation incident tabletop exercise that includes participants from multiple jurisdictions in the Brown County area, and emergency responders from law enforcement, fire, EMS and hazardous materials disciplines. Peltier noted that this is a no-match grant.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Sheriff

8. Budget Status Financial Report for August, 2012.

Accountant Don Hein stated that the Sheriff's Department is tracking on course for 2012. He noted that revenues are running at budget and expenditures are running below budget. The only issue Hein saw was that the Wisconsin Retirement was budgeted incorrectly in 2012 and that line will be a little bit over budget for the year.

Motion made by Supervisor Nicholson, seconded by Supervisor Zima to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Budget Adjustment Request (12-75): Increase in expenses with offsetting increase in revenue.

Sheriff Gossage stated that this was a request to increase grant revenue for 2012 to reflect unspent 2011 HIDTA (High Intensity Drug Trafficking Area) grant dollars that can be used in 2012. Offsetting the increased grant revenue are expenses for overtime, contracted services and equipment.

Motion made by Supervisor Clancy, seconded by Supervisor Nicholson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Budget Adjustment Request (12-83): Increase in expenses with offsetting increase in revenue.

Gossage stated that this is a request to increase grant revenue for 2012 and increase expenses in an equal amount to participate in a Wisconsin OJA e-Referral implementation program. Federal grant funding covers 75% of the project with a 25% local match to be paid from the County's LRMS project. This will allow the Sheriff's Department to become more efficient with their e-Referrals to the District Attorney's office via transmittal.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Review and Approve Police Services Contract for Bellevue 2013-14-15.

Chief Deputy Todd Delain reported that this contract is for 2013, 2014 and 2015 and is consistent with all of the police service contracts done for all other municipalities. The formula used remained the same and the data plugged in has been gathered through the Accountant and HR to ensure that the numbers used are accurate. Delain continued that he felt the police service contract is a benefit to Brown County as well as the Village of Bellevue and they are satisfied with the negotiated amount.

Buckley felt that this contract gives Bellevue a great deal and his opinion is that the contract amount could be a little higher to cover any overages or issues that may arise. He continued that more or less, except for a couple expenses, this is a break even type situation. He encouraged anyone who had questions to go out to the Sheriff's Department to take a look at the spreadsheets with regard to this as it is much easier to understand that way.

Delain clarified that this provides for a sharing of services. He continued that there are certain things the County would have to provide no matter what. In part these include supervision of deputies on the road. Brown County would be required to provide patrol sergeants and patrol lieutenants, but this is factored in because if the Village of Bellevue had their own law enforcement service, they would have to be paying for that so the County charges them a percentage based upon the total number of deputies that are being supervised on a shift. This is money that Brown County receives that goes to pay for salaries they would be required to pay anyway but at the same time, Bellevue benefits because they would have to have that service provided. Nicholson asked if this results in the loss of any money and Delain stated that it does not. Gossage stated that

all of the contracts with other municipalities are the same and the only difference would be the amount of staffing that a municipality has and wants.

Zima asked if the number of calls in Bellevue have increased or decreased and Gossage stated he did not have numbers with him but he could certainly provide them. Gossage stated that based on the proposed contract Bellevue would be paying for 19% of the investigative cases of all the villages and this is based on a three year average from 2009 – 2011.

Gossage stated that the Board in Bellevue has changed considerably and one of the things they have done is add a direct enforcement officer. Zima asked what Bellevue provides on their own and Gossage stated that everything is contracted with Brown County at the amount of \$870,241 for 2013, \$887,435 for 2014 and \$905,398 for 2015. Zima asked what these numbers were based on and Gossage responded that it is based on the number of officers and is broken down further in Attachment B of the contract in the agenda packet. Delain also stated that the formula used on this contract is the same formula that has been used for the past 25 years. He noted that because Bellevue is a Village of over 5,000 they are required by law to provide 24/7 coverage and this translates to the equivalent of 5.14 FTEs to meet the requirement. They also provide a direct enforcement officer that handles root cause problems which Bellevue pays for and they also pay a portion of the investigative fees for investigations based on a three year average. The Village also makes a decision as to the staffing levels for non-emergency calls through their Board. Zima asked if Gossage was satisfied that Bellevue is paying their share and Gossage stated that he was.

Hein indicated that this contract is based on the same formula that has been used for about 25 years. He said the Committee should keep in mind that this contract does not build in a lot of things that if the contract went away would then have to be taken away from the Sheriff's Department. They try to keep the contract lean so that it is only covering the costs that are incremental but he noted that there is the administrative portion that also picks up extra costs.

Supervisor Clancy noted that since this contract is the same for all municipalities, if this contract is tweaked, you would have to tweak all the other contracts as well. He felt that if the contract was appropriate as is and the figures are fair, he would approve this contract.

Supervisor Carpenter indicated he is in agreement with the proposed contract as written. He felt it was complete and no factors have been left out. He was happy to see that overtime was excluded to allow for some flexibility for overtime if it is billed quarterly.

Motion made by Supervisor Clancy, seconded by Supervisor Nicholson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Sheriff's Report.

Sheriff Gossage stated that he had been in Madison recently trying to receive additional funding for the welfare investigator positions. They have been working with the DHHS and he hoped to hear something in mid-October as to whether the State will give the County some sort of stipend for the proactive things being done. Gossage would like to use Brown County as a beta test site for other areas fighting welfare fraud. He will continue the push to try to get some funding from the State and Federal governments. Clancy asked if State officials realize how much money Brown County is saving them and Gossage stated that they advised the DHHS that they have saved them \$1.4 million dollars in overpayments and future payments in 2011 with one investigator. Gossage also noted that both investigators are backlogged about 49 cases each and are continuously working hard on this important project.

Motion made by Supervisor Zima, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Public Safety Communications

13. Budget Status Financial Report for August, 2012.

Interim Public Safety Communications Director Cullen Peltier reported that they are slightly over budget in their overtime due to open positions, however, they are way under in their staffing budget.

Motion made by Supervisor Carpenter, seconded by Supervisor Nicholson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Communication Center update including discussion regarding supervision of management.

Peltier stated that he would like to combine Items 14 & 15. He provided the Committee with a written report, a copy of which is attached.

Motion made by Supervisor Nicholson, seconded by Supervisor Clancy to take Items 14 & 15 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Peltier provided the Committee with an update on the radio project. He stated that this project was originally supposed to be done by January 1, 2013, however Motorola has provided a timeline from the project team and they indicated that between January and March, 2013 they will be doing the radio programming and installation. In April, 2013 they will be doing subscriber and infrastructure testing which will include validation by the third party contractor and once validated, between May and June, 2013, they will cut over to the new system and bring everyone on board. The project end date should be by the end of June, 2013. Peltier stated this is a tight timeframe and at the same time all this is going on they will be doing installations on the consoles and doing the training on the new system.

With regard to Communication Center staffing, Peltier stated that they currently have six open full-time positions but all of those positions will be filled starting on October 18. There are also four part-time positions open and one of those positions will start on October 14 and what they attempted to do was reach out to former employees of the center who may be willing to come back on a part-time basis so they have qualified staff. They are still waiting to hear from some of these people and they will also be reaching out to several more in an attempt to alleviate overtime and inversing. Peltier continued that they still have three temporary employees that they will be utilizing until they get fully staffed and trained. There is also a supervisor opening and that position has been verbally accepted by one of the internal candidates and they are still working on a start date which depends on scheduling needs.

Peltier continued that they have done their shift bulletin and shift picks for the year, however, after reviewing the amount of training that is going to be occurring because of the picks they have decided to postpone the implementation of that bulletin or shift picks until March 3 and that should alleviate some of the time crunch in the October/November/December timeframe and hopefully address some of the overtime and inversing issues. Due to the number of new people they will be adding to their staff they are implementing a new training system where they are doing five week classroom training so they will be able to bring on all of the new hire full-time positions at the same time and maximize the training personnel. They will be in the classroom and will have hands on training before they are put out on the floor. Peltier also stated that they have sent one of their supervisors to a communications center manager class which was a weeklong training program to help them develop skills and abilities for dealing with the center.

With regard to the employee relations issues, he did not wish to give specifics but stated they are working on collaborative decision making in the Communication Center where they are bringing in groups of people that go across the spectrum of their organization in an attempt to come to agreements and they are giving options to the management team of supervisors and management staff. They continue to get input from the lower level

employees and ultimately decisions will be made by the management team and himself on whether to implement different things, but he felt that at least getting feedback is important as there seems to have been a disconnect over the past few years. They are also working on employee recognition programs and increasing management presence in the Center as some of the surveys that have been done with the stakeholder group stated that this has been an issues.

Peltier stated there have been a few big calls over the last month and both of them were handled very well within the Center. One involved a plane at the airport that had smoke in the cockpit and another involved a second level MABAS box alarm which required a number of different resources. Post incident analysis of these events revealed that these calls were handled very well and there were no questions, comments or concerns from the agencies.

Finally, Peltier reported on the group of stakeholders that is assessing the Center operations including the Sheriff, Green Bay Police Department and Green Bay Fire Department which are the largest stakeholders and he wished to thank those agencies for the people that they have put on the committee over the last few weeks to help look at the operations and make decisions. This has been very helpful and a survey has been done and they have also interviewed the majority of the staff to come up with the top issues. There are eight or nine issues that have been identified and the group is putting together a report with recommendations from the assessment and the draft of the report is complete. The next step would be to present the report to the leadership group and then ultimately implement the recommendations.

Nicholson asked Peltier what he was doing differently than the last Comm Center Director. Peltier stated that he is trying to speed up the hiring process. He stated that there are a couple names left on the eligibility list and they will reopen the list again so next time they have an opening they can hire quickly. They are also bringing on more people at the same time due to the five week training program and generally it is just a matter of working more closely with the stakeholders and internal staff in trying to determine what issues exist and how to improve the issues. He acknowledged that there were a number of things they need to work in internally but most of them involved communication issues. Clancy asked what the hiring rate would be out of 100 people. Peltier stated that if they interviewed 100 people he felt they should be able to fill six to ten positions. In order to do that, they are working on the hiring process and working on the questions asked in the application process to narrow candidates down to bring the percentage of hires up in the future.

With regard to supervision of management of the Communications Center, Buckley asked if Peltier had a date that he intended to present the report referred to earlier from the stakeholders. Peltier did not know at this time but stated that this will be coordinated through the office manager. Buckley would like it put out for future discussions of where the Communication Center is headed in the future. He felt that part of that discussion would be when we get the report and whether this will stay as its own isolated silo or the other option would be to move the Comm Center under the Sheriff's Department. Buckley felt that maybe a committee should be formed with some of the users of the Center to get the ball rolling as to where the Comm Center is headed. Peltier stated they would be open to that and the other thing they are looking at which is inter-related is the radio advisory group that has been established and dormant and established and is dormant at this point.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to receive and place on file Items 14 & 15. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Director's Report.

This item was covered under Number 14 above.

Circuit Courts, Commissioners, Probate

16. Budget Status Financial Reports for July and August, 2012.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to receive and place on file Items 16 &

17. Vote taken. MOTION CARRIED UNANIMOUSLY

Clerk of Courts

17. Budget Status Financial Report for August, 2012.

See action at Number 16 above.

District Attorney – No agenda items.

Medical Examiner – No agenda items.

****BUDGET REVIEW****

REVIEW OF 2013 DEPARTMENT BUDGETS

18. Sheriff: Review of 2013 department budget.

- a. Resolution re: Approving New or Deleted Positions during the 2013 Budget Process.
(Sheriff's Department)**

Sheriff Gossage, Chief Deputy Todd Delain and Accountant Don Hein presented the Sheriff's Department budget.

Gossage stated the budget is basically the same as last year but includes the addition of a prescription drug officer which had previously been grant funded for three years. It also includes the addition of a full-time Human Services investigator which this Committee previously funded for half of 2012. There is also a .60 part-time clerical position added in the drug unit.

Gossage continued that to meet the County Executive's budget they did pare back on some squad car expenses to meet the target levy. Hein explained that there are typically about eight squad cars replaced each year but the 2013 budget includes replacement of only five squad cars. Buckley asked how this would affect the squad car rotation. Gossage stated that the Chief Deputy and the mechanics sat down and arduously went through each vehicle. They will be extending mileage on some of the cars from 125,000 to 135,000. Gossage felt that they would be able to get by with the number of cars in the budget. Delain explained that he had the mechanics go through every squad car in the fleet and project when each of the cars, by month, would have to be turned over based upon maintenance records. They understand that there may be a few more repair issues with the higher mileage but the mechanics' opinions were that the cars would still be safe and meet all needs even with the higher mileage.

Buckley stated that as the cars get older the dollar amount of the repairs typically increases for things such as motors and transmissions and Gossage stated that the mechanics are aware of this and when they start seeing these types of problems, Gossage will be alerted and the squad will be traded in while it is still operational. Buckley also stated that as a vehicle gets older the steering and brakes typically become very loose and he asked at what point this would become an officer safety issue. Gossage stated that he was concerned about this as well and if complaints are received the mechanics will look at the vehicles and if it determined that it is not a fixable issue they will have to make a changeover.

Gossage continued that they are paring back and looking at Dodge squads instead of the Caprices because the Dodge is the least expensive vehicle that is certified for police pursuits. The cost of the Dodge is approximately \$24,000 each.

Buckley asked if the Department normally gets eight cars and they have pared down to five, would it be easier on the rotation to get six cars to alleviate the need to replace even more squads in the following years. Delain answered that if the normal rotation is eight cars and you go down to five, there would be a high probability that the following year you would need more than eight cars as they rotate through. Buckley also noted that the optimum trade-in or resale value would continue to drop the longer a car is kept.

Zima asked what the typical trade-in value for a squad was and Hein stated that it was between \$1,700 - \$3,000. Zima asked if the idea of doing a complete overhaul on an older car would be cost effective and had ever been considered. Buckley felt that another mechanic would likely have to be hired to keep up with something like this and he noted that problems could arise with things like transmission, steering alignment, as well as the interior of the vehicle.

Motion made by Supervisor Zima, seconded by Supervisor Carpenter to add one squad car to the budget at a cost of \$26,000. Vote taken. MOTION CARRIED UNANIMOUSLY

Clancy asked if both the Caprice and Dodge have been priced and, if so, if the prices are similar. Delain indicated that the Dodge was less expensive and is in the area of \$24,000. Clancy asked if there was a cost of putting equipment into the Dodge of more than what it would cost to put it into the Caprice and Gossage stated that rather than purchasing new equipment, they have been refurbishing the old equipment to make it fit.

Carpenter asked for an explanation as to what "equipment non-outlay" as show in Page 86 of the budget book is as there seemed to be a big discrepancy from what is actually spent and what is budgeted. Hein stated that the definition of "equipment non-outlay" would be any items that cost between \$1,000 - \$5,000. Hein explained the discrepancy by stating that in the 2012 budget there were some grant programs that came along and there was some equipment items that were added in 2012, the cost of which was offset by the grants.

With regard to the resolution approving new or deleted positions during the budget process, Delain stated that this was basically a housekeeping issue. There have been two correctional officer positions shown in the budget for a number of years that were not funded or filled. This resolution is to remove those positions.

Motion made by Supervisor Carpenter, seconded by Supervisor Nicholson to approve the resolution. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to approve the Sheriff's Department budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Public Safety Communications: Review of 2013 department budget.**

Interim Public Safety Communications Director Cullen Peltier presented the Public Safety Communications budget.

Peltier stated that there is some federal grant revenue beyond the emergency management grants including a port security grant of \$100,000 for the Public Safety Communications Department. They have not done anything with this grant yet but will do so in the near future. There is also \$30,000 for the Communications Specialist position. This represents half of the salary for the year as that position was being funded under the radio project last year and it is funded halfway through the year under the radio project. He also noted a significant decrease under repairs and maintenance of equipment and this is due to the radio project being implemented and after June the new equipment will be under warranty through the contract with Motorola.

Nicholson asked Peltier if he could provide the job description for the Communications Manager position. A copy of this description is attached. Peltier noted that this description was last updated in June, 2003 and he believed the position was created at the time of the consolidation in 2001. Nicholson asked if based on the description that he read, Peltier's opinion was that the Communications Manager position is warranted. Peltier stated that he did feel it was warranted and he felt that there were a lot of things that go on with personnel and personnel matters, including training and hiring of new personnel and processes that it takes to bring onboard new personnel that the Communications Manager handles. These are duties that Peltier did not feel could be fulfilled by any of the other positions that they have. The Communications Specialist is a technical position and the Officer Manager is monitoring finances and purchase orders as well as meeting minutes and the Director position is responsible for policy and budgetary/financial matters. Peltier opined that the items that are in the position description for the Communications Manager are necessary and the structure of the Department is something that he continues to look at. This position will also be responsible for project management when the prescriber units are brought on and equipment is brought in to the Communications Center and making sure that personnel are trained. These items of the job description will be critical in the first quarter of 2013 because of the radio project.

Nicholson complimented Peltier on the work he has done since he has been named as Interim Director. He felt a good manager should be in touch with employees and be the first line of complaint for any concerns from the line to the Director so corrections can be made. He felt that the former Director and manager did not work close enough with the employees and he felt that Peltier has brought this forward and Nicholson complimented him on this. Nicholson felt that the Communications Manager was another layer of government that prohibits communication to the Director and he felt good communication is necessary for a good working relationship. Nicholson understood that the purpose of the Comm Center is to provide a public service and if there are problems within, he did not feel good service was being performed and provided. Nicholson looked for input from the other Committee members on this position.

Zima felt that the position was originally looked upon as someone who was second in command and could take over in the absence of the Director but his observations over the years is that the position never was really viewed this way nor has it lived up to that. He felt the position has become a superfluous luxury. He felt that you have to have a strong Director to take command and provide leadership and be in touch with what is going on in the Department so they can correct things that are causing problems and inefficiencies. Zima felt the Communications Manager position should have been there to be second in command, but he did not feel this position ever came up to that. Zima agreed with Nicholson that the position was more ornamental than useful and he felt it could be deleted from the budget. He is not saying the person should be fired because there are plenty of vacancies in the Department and he noted this does not mean the person is not useful or not a good worker. Zima felt if we were looking for savings in the budget this is one position that could be eliminated at this time and if the new Director comes and wants to reorganize the Department and for some reason wants extra help, Zima indicated he would listen, but it would have to be a more meaningful position than it currently is. At this point, however, Zima reiterated that he felt the position was more ornamental than useful.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to delete the salary and fringes of \$84,130 from the budget for the Communications Manager position. Vote taken. Ayes: Buckley, Zima, Nicholson, Carpenter Nay: Clancy. MOTION CARRIED

Carpenter asked Peltier what his feeling was as to having the position eliminated. Peltier stated that he would like to be allowed to look at restructuring the position because obviously it has not lived up to what it is supposed to be over the years which is more or less a Deputy Director position and that is what he would like to see the position become as well. He noted that the job description is from 2003 and there are several items within the description that they do now, especially with regard to the radio project. He asked for the opportunity to look at the restructuring of the position rather than elimination because if it eliminated, that leaves three administrative staff to run a department of 70 people and he felt that was too lean. He felt that some of the duties in the job description could be redistributed, but not all of them. Peltier also noted that if this is taken out of the budget at this point it would hamper the Communication Center from moving forward implementing recommendations from the review committee. Carpenter asked if the job description could be changed prior to the adoption of the 2013 budget and Peltier felt if HR would work with him he would be able to accomplish this.

Clancy felt that the County Board needed to take some responsibility in this situation. They did not have a person capable of filling the position who was appointed to it. He voted against the appointment because the qualifications that needed to fill the Director's position were not there in his mind. Clancy felt if there is not a fully qualified person to make the decisions when necessary and have the expertise to back it up there is waffling and waffling is difficult to handle. He did not feel it was appropriate to make a change when a critical project such as the radio project is underway and he noted the Communication Center is already understaffed. Clancy felt the County Board screwed it up when the Act 10 came into effect as to how to pay these people and how to pay overtime and all the flack came back to one person and he does not think this is right nor does he feel it is the appropriate time to make the change and he will not support the motion.

Buckley agreed with Clancy in that the County Board should take some responsibility for some of the issues as when the last Director came in it was clear that interoperability was his first priority. However, with regard to the structure of the Department, it is Buckley's feeling that the Communication Center needs to be restructured. At this point, given what has happened over the past several years, he wondered if the position actually has been a managerial position or if it has even been allowed to be a managerial position. Buckley's opinion is to delete the position in lieu of what will be brought after dealing with HR and it can be reviewed again at the budget meeting. Buckley felt that we need to do something and not take years to decide.

County Executive Troy Streckenbach addressed the Committee and stated that the costs of operating the Communication Center will be increasing substantially in the coming years. While he understands the concern about the position, he would ask for the opportunity to look at the position further. If money is taken out of the budget now, it would essentially remove an asset in the labor force to run the Department. He understands the frustrations in that the position may have not lived up to the expectations of the job description, but Streckenbach asked that a decision not be made until the report from the review committee is received to see what the recommendations are. He felt the position has served the County and the 911 Center for the purposes that were directed of that position and he felt we should continue to examine the position and the overall table of organization and have something brought back for the Board prior to the budget meeting.

Zima stated he had no problem with looking at restructuring the Department, but he disagreed with Streckenbach in that he did not feel the position has served up to its expectations from day one. It has

never evolved or lived up to the County's expectations and he felt a change needs to be made. He did not think it was reasonable to have the job description revised in two weeks. He felt this was an area where a reduction could be made without making much of a change to the citizens of Brown County.

Streckenbach stated that the challenges that have been faced in the 911 Center have been witnessed at various meetings, and he recognized that there are issues that need to be addressed. With that, the review team of stakeholders has been put together to look at the entire organization. Better solutions need to be figured out on how to get the center to work more cohesively and Streckenbach noted that a lot of the training and staffing problems stem from the fact that only certain people are trained to do certain functions. Zima pointed out that the position being discussed does not do any of those things. Streckenbach stated that while he recognizes there are frustrations with regard to what the position was meant to do, he would suggest that the whole organization be looked at and how it is structured.

Clancy stated we are going through a complete new phase with trying to get this all put together and the Committee wants to delete a position of someone who was filling in for telecommunicator operators when they could not get anyone to come in. He felt this person was being degraded for going above and beyond what she was supposed to be doing. Nicholson clarified that what they want to delete is the position, not the person. Clancy did not think the Committee was seeing the whole picture and he felt that the problem is that the County Board did not act prudently because of the upheaval with Act 10. He felt that now the Committee is trying to fault somebody because the Board did not give direction.

Buckley did not feel that filling an empty seat was going above and beyond but was simply part of the job. He would expect someone to fill in so the seats are filled. It would be part of management's job to be sure the seats are filled and if seats are not filled because of management not doing their job, then they do need to fill in. Buckley continued that what we are talking about is a position, not the person or personalities and he noted that in the last year and a half there have been a lot of issues. Part of that is the position itself should have been handling some of the issues. Buckley is not sure if the position was allowed to or if the position had the expectations to deal with some of the issues but he also noted that the Public Safety Communications Department has been dealt with more than any other department and he does not wish to spend every meeting taking about the Comm Center. He stated that they do a great job, but things need to be worked out so we are not talking about it at every meeting. If the management does not have control over the house, then he felt plain and simple we have to look for a change.

Zima wished to clarify his earlier remarks that there was not personality meant to be involved in this. He felt that the manager position should be shifted to a supervisor position that is presently open. He stated that this is not an inquisition on whether somebody is good, bad or otherwise but rather is about the position itself. He feels the position has not added anything significant to solidify the department and that is why he believes it should be deleted.

Communications Manager Shelly Nackers addressed the Committee. She stated the Communications Manager position was created when the department began in 2000. The position description has not changed since 2003 because that is when the recruitment was done when she was brought onboard so there are additional duties that the position has taken over that are not included in the position description. She worked with Mr. Nickel as they came on board at the same time and they worked very closely to resolve some of the staffing issues that there were at that time and she noted that the current issues are very similar to what was dealt with then. That position was very integral in the 800 Mhz rebanding and in getting the staffing up to speed at the point additional people were brought on. The wireless 911 implementation project management was provided by the Communications Manager. Over the past four to five years the Comm Center built a building to move into, implemented new CAD, moved into another building, exited Fox Comm, consolidated with Ashwaubenon and throughout all of those

changes the position and the person in the position did perform interim duties for about 15 months. Nackers continued that while the Committee considers what they do with the position, the Department needs more than just a Director and Communications Supervisors on the floor. Supervisors are generally focused on the day to day operations of the Center. She concluded by stating that there have been issues and there currently are issues and it has been very challenging and she felt that Cullen Peltier coming on board is a good thing and the stakeholder group is also very much needed. Changes have been made and there are improvements that they are working on currently and she has been a part of positive changes.

Buckley asked Nackers what position was responsible for the day to day operations of the Communications Center. Nackers responded that the Communications Supervisors oversee it on an immediate basis and there is one supervisor on 24 hours per day, seven days per week and they are the direct supervisor. Buckley stated that there have been a lot of issues in the last year and a half and he wanted to know who was dealing with the employee situations on a day to day basis. Nackers responded that all of the management worked on the problems but ultimately the authority and decision making stands with the Director. Buckley asked Nackers if she saw any of these problems coming over the years and she stated that she had and they talked extensively about this with the Director and have also been involved with meetings with administration and things of that nature. Outside of that, Nackers has talked to several Board members who came in and answered questions and explained what was happening at the time.

Motion made by Supervisor Zima, seconded by Supervisor Carpenter to approve the 2013 Public Safety Communications budget as amended. Vote taken. Ayes: 4 (Buckley, Nicholson, Zima, Carpenter) Nay: 1 (Clancy). MOTION CARRIED

20. **Medical Examiner: Review of 2013 department budget.**

Medical Examiner Al Klimek presented the Medical Examiner budget. He stated that levels continue to decline based on the fact that they are holding the line on expenditures and increasing revenue which is derived primarily from authorization for cremations and things of that nature that they do for other counties.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to approve the 2013 Medical Examiner budget. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **District Attorney: Review of 2013 department budget.**

DA David Lasee and Office Manager Kim Pansier presented the District Attorney budget. Lasee stated that the budget is status quo with several minor tweaks in the area of witness budgets.

Motion made by Supervisor Nicholson, seconded by Supervisor Zima to approve the 2013 District Attorney budget. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Circuit Courts/Clerk of Courts: Review of 2013 department budget.**

Presiding Judge William Atkinson, Clerk of Courts Jason Beck, Financial Operations Manager Neil Basten and Office Manager Cheryl Beekman presented the Circuit Courts/Clerk of Courts budget. Judge Atkinson stated that the budget is pretty bare bones and he thanked the staff for their help in preparing it.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to approve the 2013 Circuit Courts/Clerk of Courts budget. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

23. Audit of bills.

Motion made by Supervisor Zima, seconded by Supervisor Carpenter to pay. Vote taken. MOTION CARRIED UNANIMOUSLY

24. Such other matters as authorized by law.

Motion made by Supervisor Zima, seconded by Supervisor Nicholson to adjourn at 6:48 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Bertrand_SK

From: Braman, Stephanie <stephanie.braman@tsa.dhs.gov>
Sent: Thursday, August 30, 2012 12:04 PM
To: Bertrand_SK; Reed_JC
Cc: Larscheid, Denise C.
Subject: LEO Information
Attachments: LEO Information August 2012.doc

Good Afternoon -

Here is the latest information that we have received on the LEO Reimbursement program for FY13. Please note the decrease in the hourly rate.

Thank you.

<<LEO Information August 2012.doc>>

Stephanie Braman
Financial Specialist
TSA-GRB, ATW, CWA, RHI
2077 Airport Dr., Ste. 3
Green Bay, WI 54313
(920) 593-3190 Office

The estimated FY 2013 allocation, when provided, will include the number of authorized LEO service hours. The total FY 2013 allocation calculation is based on the airport's actual costs or the established not to exceed rate of \$20.00/hr, whichever is less multiplied by the number of authorized LEO Service hours. The authorized number of LEO Service hours is based on the applicant's request and the validation of operational necessity (i.e., operational hours of screening checkpoint, departure flight schedule, LEO stationing, etc.).

The not to exceed rate was developed using the historical number of LEO Service hours reimbursed and the LEO Reimbursement Program's projected FY 2013 allocation. We realize that this is a significant reduction in comparison to prior years; however, the not to exceed rate reductions have been a direct result of recent and projected budget cuts and is therefore non-negotiable. We regret the financial impact that this creates and if additional funding becomes available, the appropriate adjustments will be made to further defray the airports costs.

Bertrand_SK

From: Larscheid, Denise C. <Denise.Larscheid@tsa.dhs.gov>
Sent: Wednesday, October 10, 2012 10:05 AM
To: Bertrand_SK
Subject: FW: LEO Reimbursement Program

Sue,

Please see Aimee Jackson's reply below. Hope this helps.

Denise Larscheid

*Administrative Officer
TSA-GRB, ATW, CWA & RHI
2077 Airport Dr., Ste. 3
Green Bay, WI 54313
(920) 593-3169 Office
(920) 246-1895 Cell*

From: Jackson, Aimee
Sent: Wednesday, October 10, 2012 9:56 AM
To: Larscheid, Denise C.
Cc: Hicks, Johnny L.
Subject: RE: LEO Reimbursement Program

Hello Denise,

Currently we are under a Continuing Resolution. Unfortunately due to the CR we are unable to accurately project when the awards will be issued however all agreements when executed will be effective as of October 1, 2012. Both GRB and ATW have been provided with funding estimates which can be used for budget projection purposes.

If you have any additional questions or if you need additional information please let me know. Thank you.

Aimee Jackson
Program Manager
LEO Reimbursement Program
OLE/FAMS/OSSA
Phone: 571-227-1532
Fax: 703-603-3013

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

Brown County



3028 CURRY LANE
GREEN BAY, WISCONSIN 54311-4875

Emergency Communication Services
9-1-1 Center Operations
Emergency Management

PHONE (920) 391-7400
FAX (920) 391-7406

James V. Nickel, PE
Director

Director's Report – Communications Center Update October 10, 2012

1. Radio Project Update

a. Project Schedule

- i. January – March: Radio Programming and Installation
- ii. April: Subscriber and Infrastructure Testing
- iii. May – June: Cut Over to New System
- iv. End Of June: Project Complete

2. Communications Center Staffing

a. 6 Open Full-Time Positions

- i. All six will start on October 18th.

b. 4 Part-Time (.5 FTE) Positions

- i. 1 starting October 14th
- ii. 2 potentially interested

c. Temporary Employees

- i. Currently utilizing 3 temporary employees

d. Supervisor Opening

- i. Open supervisor position has been verbally accepted by an internal candidate. We are looking at a start date of November 1st, or December 1st, depending on scheduling.

e. Shift Bulletin was completed. After reviewing the amount of training that will need to occur because of the picks, we are postponing implementing the bulletin until March 3rd.

3. Employee Training

a. New Employee Training

- i. Implementing a new 5-week classroom based training to maximize the number of new personnel that we can bring on board at one time.
- ii. Currently setting up the EOC to maximize hands on training

b. Communications Training Officers

- i. Enrolled 2-Telecomms in on-line CTO training class
 1. Will increase the number of trainers available thus reducing stress on current training team



- c. **Communications Center Manager**
 - i. Supervisor recently completed week-long training program
 - ii. Goal of getting 1 supervisor a year through until all have completed the training

4. Employee Relations

- a. **Collaborative Decision Making**
 - i. Utilizing the Lead and Supervisor Meetings as forum to discuss policy changes and making informed decisions based off feedback through the proper chain of command (telecomms → leads → supervisors)
 - ii. Ad Hoc committee including temporary employee, telecomm, lead and supervisor to make recommendations to management on integration of part-time employees into the schedule.
- b. **Letter of Appreciation from Supervisor**
 - i. Supervisor distributed a letter of appreciation to an entire shift for the way a particularly challenging call was held
- c. **Employee Recognition**
 - i. Supervisor has been tasked to come up with ways to increase morale through an employee recognition program. Ideas include no-cost methods of recognizing anniversary dates
- d. **Increased Management Presence in the Center**

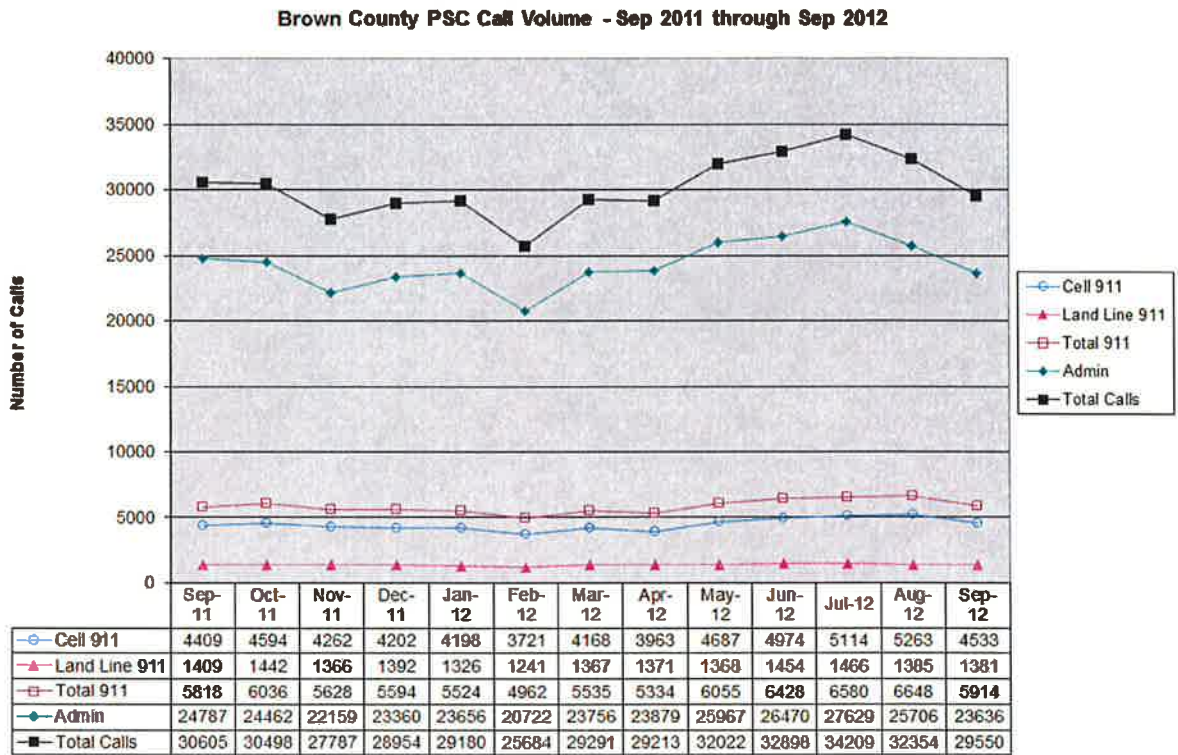
5. Significant Calls since last Public Safety Committee Meeting

- a. **Alert 3 – Airport – September 16th, 2012**
 - i. Unique situation that required utilizing 2 separate MABAS Box Alarms
 - ii. Post Incident Analysis revealed the center handled the call very well
- b. **2nd level (3rd for Engines) MABAS Box – City of Green Bay – September 20th**
 - i. Long term event with significant PSC and EM involvement
 - ii. Post Incident Analysis revealed the center handled the call very well

6. Stakeholder Assessment of Center Operations

- a. **Assessment team comprised of Brown County Sheriff, Green Bay Police Department, and Green Bay Fire Department – Largest Stakeholders**
- b. **Survey and interviews completed with the majority of center staff**
- c. **Top issues have been identified**
- d. **Draft of the report is complete**
- e. **Next Steps**
 - i. **Presentation of report to leadership group**
 - ii. **Implementation of recommendations**

7. Call Statistics



**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: COMMUNICATIONS MANAGER
DEPARTMENT: PUBLIC SAFETY COMMUNICATIONS
REPORTS TO: DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS
DATE: JUNE 2003

JOB SUMMARY:

Under the direction of the Public Safety Communications Director, manages the emergency communications center. Provides direct supervision to 911 communications shift supervisors; administers operations quality control, quality improvement, quality assurance program; performs other related duties as required.

ESSENTIAL DUTIES:

Coordinates the day-to-day activities of the 911 operations center.

Develops training programs for dispatch personnel including shift supervisors.

Monitors and ensures the on-going training of staff on emergency communications procedures and CAD systems operations.

Serves as quality control team leader for operations. Analyzes reports, documents, and other data for completeness, accuracy, and consistency. Liaison to client agency staff.

Plans, organizes, schedules, assigns, and evaluates the work of 911 shift supervisors.

Monitors on-going communications center activity and adjusts staffing priorities as necessary.

Maintains and ensures security and access of 24 hour logging tapes.

Maintains departments operational records and files.

Assists in establishing and modifying department policies and procedures.

Reviews all matters relating to operations personnel. Recommends commendations and disciplinary action as appropriate. Serves as first echelon response to grievances.

Coordinates hiring of department operations personnel.

Monitors call taking and dispatch activities to ensure efficient and effective work operations.

Prepares work schedules for personnel on an assigned shift.

Monitors operating efficiency of computer-aided dispatch (CAD) system and related equipment to ensure timely resolution of technical problems.

Provides technical and operational input for the budget process.

Informs staff and ensures implementation of new policies and procedures relating to emergency communications operations.

Responsible for notifying management of critical incidents or emergencies.

Attends committee/board meetings. Provides reports and other information as deemed necessary.

Conducts operational studies and prepares management reports on staff and CAD system performance.

Coordinates and evaluates FCC licensing as well as voice radio network management.

MATERIALS AND EQUIPMENT USED:

Computer

Computer-aided dispatch communications equipment including multiple screen computer console with interactive mapping display

Touch-screen telephone and radio controllers

Instant recall recording devices

Communications equipment for the hearing impaired

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree in Business Administration, Criminal Justice or related field preferred, four years experience in emergency dispatch center, plus two years supervisory experience. Experience with a multijurisdictional computer assisted dispatch and enhanced 9-1-1 system preferred. Or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Extensive knowledge of police, fire and emergency medical services dispatch procedures.

Knowledge of FCC rules and regulations.

Knowledge of radio, telephone and computer-aided dispatch communications systems.

Knowledge of county personnel policy and procedure; knowledge of labor relations procedures.

Knowledge of quality control, quality assurance, and quality improvement programs.

Knowledge of management methods and techniques.

Knowledge or ability to acquire the knowledge of geographic areas of the County.

Ability to establish effective working relationships with user agencies and the public.

Ability to effectively communicate orally and in writing.

Ability to direct and coordinate the work of supervisory level personnel.

Ability to manage and direct emergency communications operations.

Ability to develop and implement operating policies and procedures.

Ability to work under stressful situations.

Ability to effectively train staff.

Ability to work evenings and weekends as required.

PHYSICAL DEMANDS

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this description.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature